

**Convene the Dev/Ops Partnership Meeting**

**Welcome and Purpose of the Meeting: Sam Elters**

Sam Elters indicated that substantial progress has been made. The State Engineer's Office agree that it is worthwhile to have everyone together at these meetings to build relationships, share information, etc.

**Sam indicated his expectations of the presenters:**

Need to be engaged, participate, and those tasked with a presentation should come prepared and ready to share information. The report should be detailed and it is not acceptable to have an incomplete status report. It is important that the team benefit from your updates. Sam requests that each presenter be prepared with a complete report/presentation for future meetings. Sam looks forward and appreciates learning from each of the team members.

**Review the Agenda and Ground Rules: Ginger Murdough**

Ginger familiarized the team with the contents of the participant packet (agenda, pep reports, pep form, and feedback form)

**Announcements and Introductions: State Engineer's Office**

Doug Forstie introduced the new District Engineers and new appointments. The Wikieup Streets Project was selected as a Special Recognition winner of the 2006 Marvin M. Black Excellence in Partnering Award. Sam Maroufkhani and Dan Lance announced new appointments and promotions.

**Review Charter and PEP Results: Ginger Murdough & Dan Lance**

Ginger reviewed the Charter with the team.

Dan reviewed the PEP Results and reminded the team of the importance of filling out the PEP Form. Dan asked for future meetings to include a recap of the Quality Meeting PEP Evaluations.

**Action:** Partnering Office to Compile Available Quality Meeting PEP Evaluations for June 2006 Meeting

**Status Reports from Current Task Teams**

**Project Development Process Manual Update: Bob Miller**

**Status:** Please view presentation.

**Team Members:** Bob Miller and Steve Jimenez

**Action:** Bob Miller to provide Team Member names to Cynthia Mills, (Development Group Managers, Statewide Senior Leaders)

**Target Date:** June 2007

**Additional Discussion:** Sam Elter's urged all teams to communicate with their Senior Leaders regarding revisions to the project timelines and to communicate any needs that they may have.

**Access Control Management Studies/Policies: Arnold Burnham**

Status: Please view presentation.

Arnold reviewed history of project. Two TAC Meetings held. Arnold reviewed the work flow diagram reflected in presentation. Planning to have 5 statewide stakeholder meetings to gather information regarding what is critical. Team will present data to Board. Final report due February 2007

Team Members: Arnold indicated that there were too many members to mention.

Target Date: February 2007

Action: Arnold and/or Carol to provide an update during June 2006 Meeting

Additional Discussion: Sam indicated that this study is extremely important to ADOT. John Hauskins suggested that the State Land Department should be instrumental in this study. Sam confirmed that the State Land Department is represented.

**New Standard Spec Book: Barry Crockett**

Status: No presentation provided.

RFP for Book was advertised in January 2006. Specs associated with C Standard Updates, Division 1 and 10 will be in the book. The contract is for 10 months. Barry will provide an update during the next semi-annual meeting. No status update will be made at the June 2006.

Team Members: Barry Crockett and Joe Roman

Target Date: July 1<sup>st</sup>, 2007

Additional Discussion: Julio Alvarado asked if the book would be available on the web. Barry indicated that it will be available via hardcopy and cd. Dan asked if expert teams should be formed. Barry indicated that some of those teams are in place and indicated that in a future meeting he can discuss the process of creating stored specs. Steve Jimenez suggested that Barry give an update of the consultant milestones during the June 2006 meeting.

**Timeliness of Audit Feedback: Susie Tellez**

Status: Please view presentation.

Team Members: Found on presentation

Target Date: Found on presentation

Additional Discussion: Steve Jimenez asked Susie to explain the audit process. Susie discussed the process that is followed when an offeror is non-responsive. Susie may add an evaluation criteria to address non-responsiveness.

**Coordination of Geotech Sub-consultants on Consultant Designed Projects: John Lawson**

Status: Please view presentation

Target Date: March 1<sup>st</sup>, 2006

Additional Discussion: John would like the Senior Leaders to provide feedback to him if changes are needed. John will plan to distribute the information.

**Formalize Closeout Process for Construction and Design Projects & Supplemental Agreement Tracking System (SATS): Julio Alvarado**

Status: Please view presentation.

Julio provided sample reports to the team that were referenced in the presentation. Julio suggested that SATs be used to pass knowledge to ADOT's new and existing engineers. Julio suggested that SATs be used to communicate with consultants and contractors to express how they are performing on ADOT projects.

Team Members: Found on presentation

Target Date: Course Available May 2006 (Formalize Close Out Process for Construction and Design Projects – Issue Completed)

Additional Discussion: Julio's team pulled data together for this presentation. Julio requests the Senior Leaders to explore providing resources to validate and combine the data into a system.

**Integrating Shareholder Participation in NEPA Process and Public Involvement RFP Process: Sally Stewart & Matt Burdick (not present written update given to Ginger)**

Status: See Scanned E-Mail Message

Additional Discussion: Bob Miller does not feel that anything is happening to pull together PI and the NEPA Process. Thor Anderson responded that PI and NEPA are working together and that several meetings have occurred.

**Quality Improvement of Project Changes: Sean McNabb**

Status: Please view presentation.

Team Members: Found on presentation

Target Date: Charter available mid-March; (Report due June 2006)

Additional Discussion: Bob Miller provided additional comments regarding the Project Development Process.

**Establishing and Maintaining Subprogram Project Schedules: Mike Manthey**

Status: Please view presentation.

Mike provided hardcopies of the presentation to the team. Mike also provided the history of the project. During his presentations several questions were asked regarding the Subprogram Scheduling Process flow chart found in the presentation.

Team Members: Found on presentation. Mike verbally included Carla Carter, Dave Duffy, and Arnold Burnham.

Target Date: Available July 2006

Additional Discussion: Mike discussed APSR. APSRs can be used without fear that those projects would become part of the measurements. Dan indicated that maybe smaller projects could be combined in geographic regions.

**Determine Next Steps and Meeting Date: Ginger Murdough**

Team should e-mail Senior Leaders and/or Ginger Murdough regarding any additional topics to discuss during June 2006 Meeting

Dan Lance asked the team to understand that the budget may affect project delivery. He also asked the team to focus on delivery, controlling scope creep, and to indicate if we are ready to deliver based on budget constraints, etc.

Meeting Notes, Presentations, and Tracking Sheet will be posted on the ADOT Partnering Website.

**Closing Comments, Meeting Feedback: Sr. Leaders and Meeting Participants**

Doug Forstie: Great meeting. Reminded team that the June 2006 meeting will be the last one Ginger attends before she retires.

Dan Lance: Really productive meeting, teams have made significant progress, keep the process moving and if you need the SEO's help in prioritization and resources please contact them.

**Meeting Adjourned**

Future Meeting Topics:

Review / Revise the Charter and Re-Sign

Re-Cap Available Quality meeting PEP Evaluations